

### REQUIRED DOCUMENTATION

You will need to attach certain documents to complete the transaction process:

- 1\_Trade-In\_Title\_Front\_Page (or other approved evidence)**
- 2\_Trade-In\_Title\_Back\_Page (only if front title page provided)**
- 3\_Trade-In\_Proof\_of\_Insurance**
- 4\_Trade-In\_Registration**
- 5\_Purchaser(s)\_Identification (Individual(s) or Business) and Co-purchaser Identification (combine with purchaser)**
- 6\_Deal\_Sheet\_and\_Buyer's\_Certification**
- 7\_Manufacturer's\_Certificate\_of\_Origin (or Statement of Origin)**
- 8\_Purchaser\_Survey (optional)**
- 9\_Fuel\_Economy.gov\_Side\_by\_Side\_Comparison**
- 10\_Certification\_from\_Disposal (or Transfer Entity) (if available)**
- 11\_Purchase\_or\_Lease\_Agreement**

If you have a miscellaneous document that you would like to include you may also upload it but you must include a description of what the document contains.

## Attaching Supporting Documentation to an Invoice

9. After clicking ADD on the Invoice screen (see page 13) the screen to the right will appear. You will attach all your supporting documentation using this screen.

**Attachment Summary Information**

Title	Only use the numbered attachment titles below in this field.
Description	Use this field to provide any additional information relevant to the specific attachment.
Category	From Supplier

Copies of the following documents are required to be provided in electronic format (PDF, TIF, JPEG) to the CARS program office at the time of invoice submittal. Please indicate in the attachment title field which document is being attached. Please use the exact document names below in order to expedite processing.

### Attachment Titles

- 1\_Trade-In\_Title\_Front\_Page (or other approved evidence)
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- 7\_Manufacturer's\_Certificate\_of\_Origin (or Statement of Origin)
- 8\_Purchaser\_Survey (optional)
- 9\_Fuel\_Economy.gov\_Side\_by\_Side\_Comparison
- 10\_Certification\_from\_Disposal (or Transfer Entity)

Note: Misc. Attachment / Other (Please name accordingly based on NHTSA Guidance provided at <http://www.cars.gov/dealersupport/>)

**Define Attachment**

Type ☒ File ☐ URL ☐ Text

**This should always be set to "File."**

	Browse...
Do not populate	
Do not populate	

Click the BROWSE button and select the file you want to attach from your computer.

Cancel Add Another Apply

10. After attaching your first document, click the **ADD ANOTHER** button to attach each successive document. When you have completed attaching all your documents, click the **APPLY** button.

**CARS iSupplier Portal** Home Logout Preferences Help

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Finance: Create Invoices >

**Add Attachment**

Cancel **Add Another** Apply

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**Define Attachment**

Type: ☒ File ☐ URL ☐ Text

File Path: I:\C4C Documents\CARS REQUIRED DOCS\Doe J Trade Browse...

Cancel Add Another **Apply**

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